



# Texas Facilities Commission

## Employment Opportunities

JOB Vacancy Notice: FY 22-19		
Business Title: Maintenance Specialist		State Classification: Maintenance Specialist IV
Salary Group: A14	Salary: \$3,500.00 (Month) \$42,000.00(Year)	Hours/Week: 7:00am-4:00pm, Mon.-Fri.
Location: Texas School for the Deaf, 1102 South Congress Avenue, Austin, Texas 78704		
Posting Date: 11/09/2021	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
Division: Chief Operations		Program: TSD/TSBVI Maintenance

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

### **JOB SUMMARY:**

Perform general maintenance duties and event services. Work involves transporting, loading, unloading supplies, materials, equipment, furniture, and appliances. Assembles furniture and appliances. Setup, teardown and maintain meetings and events. May serve as a lead worker providing direction to others. Works closely with multiple departments and under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Ability to interpret instructions, drawings, diagrams, and/or blueprints.
- Transport, load, and unload furniture and appliances.
- Assemble and disassemble furniture and appliances.
- Transport, load, and unload items for events and meetings.
- Setup, teardown, and maintain meetings and events, to include stages, chairs, tables, linens and may serve as a lead worker providing direction to others before, during, and after meetings and events.
- Operates and maintains motorized vehicles and equipment.
- Ability to interact and aid multiple departments, including custodial, grounds, and maintenance.
- May assist with the maintenance, construction, repair, and/or inspection work on mechanical equipment.
- May assist licensed electricians in the maintenance of electrical equipment and circuits.
- May assist licensed plumbers in the installation, maintenance, and repair work of plumbing systems and components.
- May assist with heating, ventilation, and air conditioning mechanic work.
- May assist with performing carpentry work.
- May assist in mowing grass, edging curbs, and trim shrubbery.
- May assist in basic custodial duties such as trash pickup/removal and restroom monitoring.

### **MINIMUM QUALIFICATIONS:**

- Graduation from a standard senior high school or equivalent. Experience and education may be substituted for one another.
- Experience in general maintenance such as furniture and appliance assembly and installation.
- Six months of experience in a lead or supervisory field.
- Must possess a valid driver's license.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of motor vehicle operations, passenger and cargo loading and unloading methods, traffic rules and regulations, and the basic maintenance of motor vehicles.
- Skill in the use and maintenance of tools and equipment.
- Ability to follow instructions; to work from drawings, diagrams, or blueprints; and to communicate effectively.



# Texas Facilities Commission Employment Opportunities

- Skill in selecting appropriate tools and equipment and in troubleshooting situations to determine appropriate actions to resolve problems.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. and, occasionally 100 lbs. of products and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 12G Quarrying Specialist, AN Airman, DC Damage Controlman, ENG Naval Engineering (Warrant), 1171 Water Support Technician, 3E3X1 Structural or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information. Additional Military Crosswalk information can be accessed at <http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC-Maintenance.pdf>

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number:** 14914451

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433**